

New classes, new students, new opportunities!

The phases of the first year teacher indicate that May is a time of anticipation! Now is the time to think about next time and take advantage of the time you may have to regroup. Reflect on the past semester to change the things you want to work better this time. Consider the following procedures when anticipating a new semester.

General Procedures	Monitoring Progress	Providing Feedback	Procedures to Rehearse
<ul style="list-style-type: none"> ✓How will you distribute & collect materials? ✓Who can you rely on as classroom helpers? ✓What should students do during interruptions/delays? ✓What should students do if they have been absent? ✓What are the consequences of late, incomplete, or unendorsed work? ✓When/where/how do you post assignments and grades? 	<ul style="list-style-type: none"> ✓What procedures will you use to monitor work in progress? ✓When/how will you monitor projects/longer assignments? ✓How will you collect completed assignments? ✓What records of student work will you retain? Where/how? 	<ul style="list-style-type: none"> ✓What is the school/dept. grading policy? Were you happy with total points or weighted grades? ✓What kinds of feedback will you provide, when, & how often? (consider rubrics, checklists, conferences) ✓What will you do when a student stops doing assignments? ✓What records of their own work will students maintain? (binders, portfolios, etc.) 	<ul style="list-style-type: none"> ✓Entering/leaving the classroom ✓Getting to work immediately ✓Listening and responding to questions ✓Participating in class discussions ✓Checking out classroom materials; paper/pencil ✓Working cooperatively ✓Getting help ✓Passing in papers ✓Endorsing work ✓Behaving when the teacher is out of the classroom ✓Being courteous; saying please/thank you ✓What to do if tardy

